

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>					1. REQUISITION NUMBER _____		PAGE 1 OF 8						
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER  TIB-03-R-01		6. SOLICITATION ISSUE DATE  12/31/2002					
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Richard White				b. TELEPHONE NUMBER (No collect calls) 202-942-1670		8. OFFER DUE DATE/LOCAL TIME					
9. ISSUED BY  Federal Retirement Thrift Investment Board 1250 H Street, NW Suite 200 Washington, DC 20005					10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING		12. DISCOUNT TERMS				
15. DELIVER TO See Block 9.					16. ADMINISTERED BY See Block 9.					14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
17a. CONTRACTOR/OFFEROR CODE   _____   FACILITY CODE   _____					18a. PAYMENT WILL BE MADE BY CODE   _____					17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
1		Request for Proposal - Executive Search. See attached Statement of Work.          (Use Reverse and/or Attach Additional Sheets as Necessary)											
25. ACCOUNTING AND APPROPRIATION DATA								26. TOTAL AWARD AMOUNT (For Govt. Use Only)					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA								<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA								<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.								<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)							
30b. NAME AND TITLE OF SIGNER (Type or print)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)				31c. DATE SIGNED			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED    ☐ INSPECTED    ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT ( <i>Location</i> )
41c. DATE	42c. DATE REC'D ( <i>YY/MM/DD</i> )    42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) BACK

## **STATEMENT OF WORK**

The Federal Retirement Thrift Investment Board seeks an executive search firm with experience in placing high-level management personnel to assist the Board members in locating qualified candidates for the position of Executive Director. The Board members intend to select an executive search firm no later than January 23, 2003.

### **BACKGROUND:**

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. §§ 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offers its participants the same type of savings and tax benefits that many private corporations offer their employees under I.R.C. § 401(k) plans. Currently, the TSP has approximately 3 million participants and assets of over \$100 billion.

The TSP is managed by five part-time presidentially appointed Board members, and a full-time Executive Director. The Board members select the Executive Director who, in accordance with FERSA, shall have substantial experience, training, and expertise in the management of financial investments and pension benefit plans. The Executive Director is appointed without regard to civil service rules and regulations.

The agency has a staff of approximately 100 employees located in Washington, DC who assist the Executive Director in carrying out the policies set by the Board members for investment and management of the Thrift Savings Fund and for administration of the TSP. The staff is under the direction of seven senior managers: Director of Accounting, Director of Administration, Director of Automated Systems, Director of Communications, Director of External Affairs, Director of Benefits and Investments, and the General Coun-

sel. The record keeping responsibilities for the TSP are performed by the U.S. Department of Agriculture, National Finance Center in New Orleans, LA, pursuant to an inter-agency agreement. The Director of Automated Systems manages this contract; the NFC has approximately 450 people dedicated to the TSP's record keeping function.

#### STATEMENT OF WORK

The agency seeks an executive recruiting firm to undertake a search for an Executive Director. A vacancy announcement for the position is included with this statement of work.

Interested firms should be prepared to make a presentation to the Board members at the agency's offices, 1250 H Street NW, Washington D.C., between January 21 and January 22, 2003. Interested firms should contact Richard White, Acting Director, Office of Administration, (202) 942-1670, or Elizabeth Woodruff, General Counsel, (202) 942-1660, for further information or to make arrangements for their presentation.

Presentations should be no more than 15 minutes (with a subsequent question and answer period of approximately 15 minutes) and must be conducted by the person who will be assigned responsibility for the account. The firm's representative should also be prepared to answer questions by the Board members on both the firm's and the designated account representative's experience in (1) executive placements in general, (2) Federal executive placements, (3) placements in positions requiring experience in financial investment and pension benefit plans, as well as (4) the firm's plan for securing the most qualified candidates for the position, and (5) its fee structure.

Firms will be evaluated based upon these five criteria; experience in the third and fourth criteria are more important than the other three criteria. Qualified candidates will also be solicited through the U.S. Office of Personnel Management, the agency's web site, state employment services, and relevant national news organizations. Interested candidates will be directed to contact the search firm selected through this request for proposals. All candidates will be given equal consideration.

To the extent possible, the Board members intend to interview potential candidates during May 2003 and to make a selection no later than June 1, 2003. If an interested firm does not believe that this schedule is reasonable, it should be prepared to address this in its presentation.

## **VACANCY ANNOUNCEMENT**

### **POSITION:**

Executive Director, Federal Retirement Thrift Investment Board

### **PROGRAM OVERVIEW:**

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. §§ 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offers its members the same type of savings and tax benefits that many private corporations offer their employees under I.R.C. § 401(k) plans. Currently, the TSP has approximately 3 million participants and assets of over \$100 billion.

The TSP is overseen by five part-time presidentially appointed Board members, and managed by a full-time Executive Director. The Board members select the Executive Director who, in accordance with FERSA, shall have substantial experience, training, and expertise in the management of financial investments and pension benefit plans. The Executive Director is appointed without regard to civil service laws but can be removed only by a vote of four of the five Board members upon a showing of good cause.

The agency has a staff of approximately 100 employees located in Washington, DC who assist the Executive Director in carrying out the policies set by the Board members for investment and management of the Thrift Savings Fund and for administration of the TSP. The staff is under the direction of seven senior managers: Director of Accounting, Director of Administration, Director of Automated Systems, Director of Communications, Director of External Affairs,

Director of Benefits and Investments, and the General Counsel. The record keeping responsibilities for the TSP are performed by the U.S. Department of Agriculture, National Finance Center in New Orleans, LA, pursuant to an inter-agency agreement. The Director of Automated Systems manages this contract; the NFC has approximately 450 people dedicated to the TSP's record keeping function.

#### POSITION RESPONSIBILITIES:

The Executive Director reports directly to the Board members, whose policies he or she must implement and with whom he or she must work closely. As the chief executive of the agency, the Executive Director is responsible for the daily operations of the TSP, managing TSP funds, investing its assets, paying benefits, and generally administering the TSP system. He or she is a fiduciary of the Thrift Savings Fund, who is charged by FERSA to act solely in the interests of TSP participants and beneficiaries. These responsibilities require that a candidate demonstrate excellent administrative skills and outstanding leadership qualities, and have the ability to deal effectively with the Board members, agency staff, other Executive branch agencies, the White House, and the Congress.

#### DESCRIPTION OF WORK:

The Executive Director is responsible for exercising the responsibilities conferred upon the position by FERSA. Those responsibilities include:

- Carrying out policies established by the Board;
- Investing and managing the Thrift Savings Fund in accordance with policies established by the Board;
- Purchasing annuity contracts and providing for the payment of benefits;
- Administering the Thrift Savings Plan;
- Prescribing regulations as necessary for the administration of the Thrift Savings Plan and the Thrift Investment Management System; and
- Meeting with the Employee Thrift Advisory Council.

In addition to responsibilities specifically conferred by statute, the Executive Director, to the extent necessary, may: prescribe regulations necessary to carry out the Executive Director's responsibilities (other than fiduciary regulations); appoint personnel; procure the services of experts and consultants (subject to the approval of the Board); accept the services of intermittent employees; secure information from other agencies; pay benefits; delegate functions to other employees; and take other actions as are appropriate to carry out the responsibilities of Executive Director.

#### CANDIDATE QUALIFICATIONS:

In order to be considered for selection, a candidate must have the following:

- Broad and extensive senior management level experience with a large public or private retirement system;
- Appropriate formal education;
- Experience working with boards and committees;
- Experience appearing before legislative and administrative bodies;
- A full understanding of financial investment and pension benefit plan issues;
- An understanding of the administration of retirement and pension plans.

The selected candidate will be required to undergo a full background investigation and to file a public financial disclosure statement.

#### PERSONAL CHARACTERISTICS:

The ideal Executive Director will have demonstrated outstanding leadership skills with a solid record of achievement as an executive. He or she will be broadly knowledgeable of public pension administration issues and will possess excellent consensus building, negotiation, and communication skills, and will enjoy a reputation for hon-



esty, integrity, strong character, creative strategic thinking, and for working effectively with Boards.

#### COMPENSATION:

The Executive Director's annual salary is set by statute at Executive Level III, which is currently \$138,200. Other benefits available to Federal employees include contributory group health and life insurance programs, a contributory pension plan, and participation in the Thrift Savings Plan. Relocation expenses will be paid in accordance with standard Federal allowances.

#### HOW TO APPLY:

Applicants should send the following to [to be filled in with name and address of executive search firm]:

- Resume.
- Supplemental statement addressing the qualifications stated above.